

JOB DESCRIPTION

TITLE: Pastoral Support Worker for Key Stage 3 & 4

SCHOOL: Cardinal Newman Catholic School

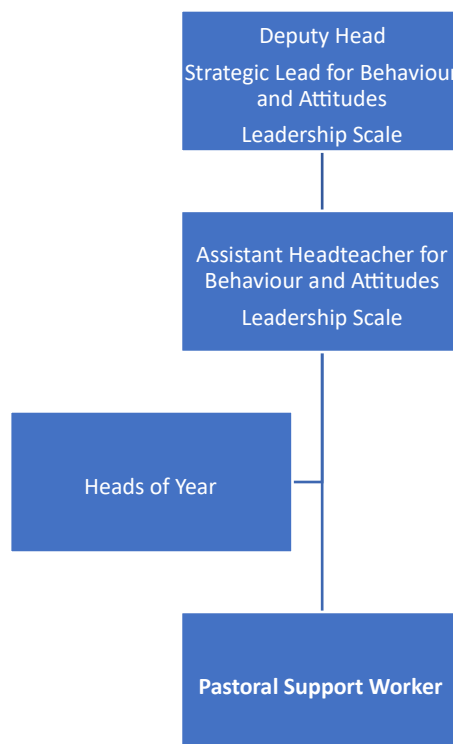
RESPONSIBLE TO: Assistant Headteacher for Behaviour & Attitudes

GRADE: LL4 SCP09 – SCP13

PURPOSE OF POST:

To support all students, especially the vulnerable, within the school, ensuring their ability to access education is maximised as far as possible. The post holder will be required to communicate with other members of staff to support student and staff relationships. This post holder will also be required to work alongside the relevant Heads of Year (HOY) when determining which individuals and groups of students to work with. The post holder needs to have excellent interpersonal skills and be capable of liaising with a wide range of people including parents and external agencies in often sensitive circumstances. The post holder will establish productive working relationships with pupils, acting as a positive role model. The post holder also needs to be keen to play a part in promoting and safeguarding the welfare of students at the school and to act as an appropriate role model for young people. The postholder will be responsible for promoting the Mission and Catholic Christian character of the school.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

1	To support individual students experiencing emotional difficulties, disaffection, lack of confidence or other issues in conjunction with the relevant HOYs and AHOYs.	30%
2	To work closely with HOYs in supporting students personally and emotionally so that they can achieve their full academic potential. Keep accurate records of students in the year groups they are linked with, including behavioural support plans, incident reports and letters home.	25%
3	To be responsible for supporting the pastoral management of 'school refusers' (liaising with the attendance officer, EWO, school family worker, Head of Year and SLT member i/c attendance as required), ensuring an effective dialogue is established and that mechanisms are identified and implemented in order to ensure the reintegration of the student into the school community.	10%
4	To report to and liaise with the relevant Head(s) of Year regarding pastoral issues.	10%
5	To be responsible, as directed, for communicating with home about pastoral, behaviour and wellbeing issues.	5%
6	To communicate effectively with the whole pastoral team including: Head of Year, SENDCO, SLT member i/c attendance and members of the Safeguarding Team.	5%
7	To review Pastoral Support Plans / Individual Education Plans with students, set appropriate targets and mentor students to monitor progression towards targets.	5%

8	To support the Head of Year(s) to organise specific activities that occur at specific points of the year.	5%
9	To be a key worker for pupils with significant difficulties	5%

DIMENSIONS:

Supervisory Management:

Financial Resources:

Physical Resources: Classroom Materials, equipment and resources

Other: Educational software

Physical Effort: The postholder may have to deal with potentially challenging and aggressive behaviour and apply physical restraint in accordance with established procedures. Training will be provided.

Working Environment: Each year group is situated each morning in one of 5 specific areas (the furthest is accessed via 6 flights of stairs)

CONTEXT:

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment. It is the individual's responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

This post is classified 'regulated activity' in accordance with the Safeguarding Vulnerable Groups Act 2006. You must register with the Independent Safeguarding Authority, and have your registered status confirmed by Luton Borough Council, in order to undertake this post.

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.'

'CVs will not be accepted for any posts based in schools'

**Pastoral Support Worker Person
Specification**

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Demonstrable experience of working within an educational environment. Some experience in working with parents to support their child's development. Some experience of working with and mentoring young people	1,2 1,2 1,2	Some experience of supporting learning of disaffected pupils in an educational environment. Some experience of providing pastoral care. Some experience of organising extracurricular activities including successful interventions.	1,2 1,2
Skills/Abilities	Able to motivate disaffected pupils and able to respond positively in emotionally demanding situations. Able to contribute constructively to the work of a team. Able to build and maintain constructive relationships with pupils and parents/carers. Literacy skills – able to read, understand and differentiate written material within relevant curriculum. Numeracy skills – able to add, subtract, multiply and divide to support pupils in accessing relevant curriculum	1,2 1,2 1,2 1,2		

Competencies	Able to demonstrate: Appropriate motivation to work with young people Ability to form appropriate relationships with young people High expectations of students and their behaviour Emotional resilience in working with challenging situations and behaviours Appropriate attitudes to the use of authority and maintaining discipline.	1,2 1,2 1,2 1,2 1,2		
Equality Issues	A commitment to equal opportunities and an awareness of the way in which discrimination affects the achievement and inclusion of pupils from specific vulnerable groups.	1,2		
Specialist Knowledge	Some knowledge of relevant policies and codes of practice and awareness of relevant legislation Some knowledge of national curriculum at appropriate key stage (specify to each Key Stage).	1,2 1,2		
Education and Training	English and Maths at GCSE higher pass or equivalent	1,2	NVQ 3 for Teaching Assistants or equivalent qualification or equivalent experience.	1,2
Other Requirements	The postholder will be prepared to undergo further professional training appropriate to the responsibilities of the post	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.